

California State University, Fresno Association, Inc.

Food Court Office Assistant

JOB ANNOUNCEMENT - ASSN #17-842

POSITION

Part-time, non-benefited position for California State University, Fresno Association – Dining Services. This position will work a flexible schedule, which could include weekends and/or evenings. The Food Court Office Assistant is responsible for keeping the cash operations office organized and be available upon request for any related duties.

DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Organizing daily invoices for the cash operations office
- Counting and balancing petty cash safe
- Placing daily change orders for each specific unit
- Completing individual unit reports on a weekly or monthly basis
- Assisting Supervisor and Manager with month end inventory
- Verifying cash register balance and sales counts nightly
- Answering phone calls, taking messages and assisting with various customer needs
- Assisting with special food orders as required
- Attending to cashiers for change
- Attending to any area when needed
- Performing related job duties as required or assigned

REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required to perform this job successfully. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Knowledge and understanding of monetary transactions
- Quick and accurate register operation
- Ability to stand for long periods of time
- Effective oral and written communication skills in English
- Skill in customer service and working cooperatively with others
- Ability to read, understand, and follow written and verbal instructions
- Ability to coordinate task to meet production deadline; work rapidly and efficiently during rush periods
- Skill to add, subtract, multiply and divide; basic skill in using a computer

EDUCATION: High School diploma or equivalent.

SALARY: \$11.00 per hour

FILING DEADLINE: Open Until Filled

TO APPLY: Visit our web site at www.auxiliary.com for job announcement and application.

California State University, Fresno
Auxiliary Human Resources
2771 E. Shaw Avenue
Fresno, CA 93710 Fax: (559) 278-0988

Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETE AUXILIARY APPLICATION

Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER